



MINISTRY SAFE

First Baptist Church Skiatook
Early Education
and
Children's Ministries

POLICIES AND PROCEDURES MANUAL

Updated March 28, 2010

First Baptist Church

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Dear Children's Volunteer or Staff Member,

Welcome to First Baptist Church!

At First Baptist, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for First Baptist Church volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of First Baptist Church. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

First Baptist Church Staff

First Baptist Church

Policies & Procedures for

Preschool and Children’s Ministries

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Overview of the First Baptist Church Safety System

Because we love children and desire to protect them, First Baptist Church requires all staff members and volunteers working with children or students (and other vulnerable populations) to complete **4 SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

First Baptist Church policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the First Baptist Church Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip First Baptist Church staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, First Baptist Church requires all staff members, and volunteers to complete MinistrySafe sexual abuse awareness training (live or online at www.MinistrySafe.com). This training will be renewed every two years.

STEP TWO: Screening Process

Staff members and volunteers are required to complete the First Baptist Church Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees and volunteers)
- complete a face-to-face interview (employees and volunteers)
- provide references to be checked (employees and volunteers)

***a volunteer must be an active attending member of First Baptist Church and/or Sunday School for six months before being eligible to serve in positions providing access to children.**

*Lead teachers must be 21 years of age, support teachers must be 18 years of age, and youth assistants must be 14 years of age.

* All employees must have a current CPR/First Aid card.

STEP THREE: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

First Baptist Church requires that all staff members and volunteers working or volunteering in early education, children’s or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

Child Safety Policy

ABUSE TOLERANCE

First Baptist Church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff and volunteer at First Baptist Church to act in the best interest of all children in every program.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to their immediate supervisor, the Early Education Director or the Lead Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

First Baptist Church is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and Oklahoma state law, to the First Baptist Safety Committee Chair and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of the First Baptist Church Safety Committee. Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the First Baptist Church Safety Committee.

ENFORCEMENT OF POLICIES

First Baptist Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all First Baptist Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Early Education or Children’s Ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Lead Pastor and the First Baptist Pastoral Staff.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children, First Baptist Church staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the Early Education Director or the Lead Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Early Education and

Children's Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at First Baptist Church. If the person is a staff member or employee, such conduct may also result in termination of employment from First Baptist Church.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at First Baptist Church.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Staff members and volunteers at First Baptist Church are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area, the Early Education Director, or the Lead Pastor.

Oklahoma law requires that any person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential.

A report should be made when there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused. A report of suspected abuse is a request for an investigation. Investigation of child abuse reports is the responsibility of Child Welfare workers and, when a crime may have been committed, law enforcement officials.

If other incidents of abuse occurs after the initial report has been made, another report should be made. A report may be made to any county office of the Department of Human Services or to the 24-hour statewide Child Abuse Hotline, 1-800-522-3511

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer in Preschool or Children's Ministries, the Early Education Director or Lead Pastor will speak with the person or volunteer to whom the child spoke in order to get detailed information about the entire conversation. The Lead Pastor will be notified as soon as reasonably possible.

RESPONSE TO REPORT OF ABUSE

The First Baptist Safety Committee will take appropriate action on behalf of the church when a report of abuse occurs.

First Baptist Church Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, First Baptist Church will appoint and maintain a Safety Committee, which will meet once each quarter.

MISSION STATEMENT

The purpose of the Safety Committee is to enable First Baptist Church Early Education and Children's Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

1. the Lead Pastor
2. the Early Education Ministry Director
3. the Student Ministries Pastor

MEETINGS

The Lead Pastor will chair the meeting of the Safety Committee on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing First Baptist Church policies and procedures related to Early Education and children's safety and risk management issues.
2. Monitoring all Early Education and Children's Ministries programs for ongoing compliance with safety policies.
3. Making recommendations to the First Baptist Church regarding safety issues.

Early Education & Children's Ministries Staff Monitoring Plan

Monitoring of staff and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff members and volunteer interactions with children.

1. **Each supervisor** conducts an unscheduled observation at least once each week for programs that occur weekly.
2. **The Early Education Ministry Director** conducts written performance evaluations every six months for individuals in paid staff positions.
3. **The Early Education Ministry Director** conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
4. **The Lead Pastor** conducts an unscheduled observation of an Early Education and Children's Ministry program at least once each quarter.
5. **The Lead Pastor** meets with the Early Education Ministry Director and Student Ministry Pastor once monthly to discuss Preschool and Children's Ministry.
6. **The Personnel Committee** meets with the Early Education Ministry Director and Student Ministry Pastor once each year to discuss Early Education and Children's Ministry, including safety training and procedures.
7. **The Early Education Ministry Director** conducts an unscheduled observation at least once each month for programs occurring weekly.

BUILDING SAFETY

The Early Education Ministry Director will be responsible for ensuring that the Early Education Building and Student Ministry Pastor will be responsible to see that the Children's building is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

No child will ever be left unattended in the Early Education or Children's Building or on the playground during preschool or children's ministry programming or classes. Early Education and Children's Ministries staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds him /her alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, Early Education and Children's Ministries staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the early education and children's playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

WORKER TO CHILD RATIOS

First Baptist Church is committed to providing adequate supervision in all Early Education and Children's Ministries programs. Accordingly, the following worker to child ratios will be observed:

Single Age Groups	Workers	Max Children
Infants (0 up to 12 months)	2	8
Toddlers (12 months-23 months)	2	12
Two Year Olds	2	16
Three Year Olds	2	24
Four and Five Year Old	2	30
Six Year Old and Older	2	40

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor or the Early Education Director. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

DISCIPLINE

It is First Baptist Church's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, shaking, striking, swatting, thumping, pinching, popping, shoving, spitting, biting, hair pulling, yanking, slamming, or any cruel treatment that may cause pain of force as retaliation or correction for inappropriate behaviors by children.

- Do not put anything in a child's mouth as punishment,
- Do not restrain a child by any means other than holding and for only as long as necessary for the child to regain control.
- Do not subject a child to punishment of psychological nature, such as humiliation by derogatory or sarcastic remarks.
- Do not use harsh language, profane language, actual or implied threats.
- Do not isolate child without supervision or place them in a dark place.
- Do not permit a child to discipline another child.
- Do not punish an entire group due to the actions of a few children.
- Do not seek parental permission to use any punishment or act prohibited by the policies of First Baptist Church.

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

- 1) Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another). A stern look will usually help a child correct himself. Have the child lay their head down on the table.
- 2) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- 3) Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- 4) Provide the child with a chair to sit in or a “spot” to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- 5) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes).
- 6) Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)
- 7) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to parents and the Early Education Director or Student Ministry Pastor.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Younger Preschoolers

Because younger preschool children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- Only female Early Education workers or the child’s parent or legal guardian will undertake the diapering of children of either sex.
- Changing of diapers should be done in plain sight of other workers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in Early Education programs will be recorded on the registration cards (“Seth Adams has a medicine in the bag for rash.”)
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Children should be changed on changing stations only.

- Clean table with Hepacide Quat II before changing diaper.
- Wash Hands
- Put on disposable gloves. Use a new pair for each child.
- Place 12 inch piece of wax paper on the table, use a new piece for each child.
- Remove soiled diaper and cleanse child's skin.
- Place new diaper on child, dress and return to a safe environment.
- Clean the area with the Hepacide Quat II
- Wash hands.

Toilet training

- No child will be forced to toilet train.
- Only female workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- When children are taken into bathrooms the door will be left partially open.
- Adults do not enter the restroom, but are to remain in the hall
- Young children will never be left unattended in bathrooms.
- Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- Children should be assisted in straightening their clothing before returning to the room with other children.
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.

School age children

School age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any First Baptist Church facility, while traveling with children, or while working with or supervising children.

INJURIES and ILLNESS

There is a first-aid kit in the Director's office for minor injuries. If a student becomes ill, bring him or send him to the director's office. Any first-aid or medication administered needs to be reported on the proper accident or medication report in the director's office. A simple First-aid kit of Band-Aids and rubber gloves will be kept in each classroom.

If, for some reason, a child should be seriously injured where there is much bleeding, remove enough clothing to see the wound clearly. Send someone to the director's office to get the necessary first-aid. If it looks like there is a broken bone or fracture, do not move the person but allow them to be right where they are and send for help from the director's office. If there is any doubt, then you should handle the situation as if it were a fracture.

Children are not permitted to attend if :

- Child has a fever or has had a fever in the past 24 hours.
- Child has vomited or had diarrhea in the past 24 hours.
- Child has green or yellow runny nose. (anything but clear discharge)
- Excessive coughing.
- Questionable rash.
- Any communicable disease.
- A quick health check will be conducted when child is brought to school.
- If your child becomes ill while in the preschool area, parents will be notified promptly.
- If a child is being treated with an antibiotic, he or she should have received treatment for at least 24 hours before coming to school.

If you see hazardous situations, remove children immediately and make the area "OFF LIMITS" and report the hazard in writing to the director.

In the event of an injury or accident an INCIDENT REPORT must be completed and turned in to the director before the end of the day. The parent may receive a copy of the INCIDENT REPORT with the names of the children removed.

IMMUNIZATION-COMMUNICABLE DISEASE/AIDS & HBV POLICY

1. Children infected with HIV, except those subject to conditions described in 4 below, will be allowed to attend First Baptist Church in an unrestricted manner because of the virtually non-existent risk of transmission of HIV in the normal school setting. These children will be eligible for all rights, privileges and services of First Baptist Church.
2. The benefits of a normal classroom setting for HIV children outweigh the risk of their acquiring potentially serious infections. Assessment of the risk to the immune suppressed

child attending school, in an unrestricted setting, will be made by the child's physician, who is aware of the child's immune status.

3. Disposable gloves should be discarded immediately after use by placing them in a lined trash can or bag and secured prior to disposal
4. Children (whether HIV/HBV) or not who display aggressive behavior, such as biting, and with communicable medical conditions such as oozing lesions, will not be allowed to attend First Baptist Church in an unrestricted manner.
5. The policy of First Baptist Church is to use recognized “universal precautions” in handling all blood or bodily fluids. These bodily liquids may contain several infections including HIV; therefore all such fluids will be handled by all of the preschool staff in such manner.
6. The teacher of an HIV infected child should respect the individual’s right to privacy and the confidentiality of school and medical records. Those who are aware of the child’s condition should be limited to the; minimum number needing to know, to assure proper care of the infected child and to detect situations where the potential for transmission may increase (e.g., bleeding type injury). Unauthorized disclosure of a person’s HIV status is a breach of ethical conduct.

Universal Precautions for Handling Bodily Fluids

“Universal Precautions” refers to the handling of body fluid from all children and not just those infected with a blood-borne pathogen. Pathogens, such as Hepatitis B (HBV) and HIV are serious infections that are present in blood as well as other bodily fluids such as semen, vaginal fluids and breast milk. The precise risk of HIV transmission during exposure of open wounds or mucous membranes such as eyes ears, nose and mouth to contaminated blood is not known. Evidence suggest it is extremely low.

The precautions focus on the prevention of the transmission of blood-borne pathogens. Exposure is defined as contact with blood or other body fluids through percutaneous inoculation (such as needle sticks) or contact with an open wound, non-intact skin or mucous membrane. **Blood is the single most important source of HIV, HBV and other blood-borne pathogens in the occupational setting.**

Universal precautions require the use of protective barriers such as gloves, protective eyewear, gowns and masks. Precautions beyond the use of gloves would only be required in unusual circumstance in the school setting. Gloves do not, however, prevent possible exposure due to penetrating injuries from needles or sharp instruments.

1. When possible, direct skin contact with bodily fluids should be avoided. All employees are to wear gloves when they are required to come in such contact (e.g., when treating bloody noses, skin abrasions that are bleeding).
2. Proper hand washing is required following contact with any body fluid and includes vigorous washing with and in a stream of warm water and soap for a minimum of 10 seconds.
3. Disposable gloves should be discarded immediately after use by placing them in a lined trash can or bag and securing it prior to disposal.

4. Any surface contaminated with a body fluid is to be disinfected with an intermediate level of disinfectant. Any item requiring disinfectant that may be placed in someone's mouth should be disinfected with a solution of one part bleach to 10 parts water. Container should be refilled with fresh; solution each time it is used. Intermediate Level Disinfectants are:
 - a. Household bleach diluted 1 part bleach to 2 parts water. Made fresh each time.
 - b. Ethyl or isopropyl alcohol (70%)
 - c. Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol)
 - d. Quaternary ammonium germicidal detergent in a 2% aqueous solution (Tri-quat, Mytar, Sage.)
 - e. Iodophor germicidal detergent with 500ppm available iodine (e.g. Wescodyne).
5. Every effort should be made to obtain gloves, especially when bodily fluid is present, before rendering first aid. If the individual is old enough, have him render aid to himself/herself such as applying pressure to a bleeding wound. If contact with a body fluid (especially blood) occurs, immediately wash with soap and water the skin of everyone who has been exposed.

NOTE: *Unbroken skin is an excellent barrier to infectious agents.*

6. Items of clothing that are blood soaked should be rinsed and placed in plastic bags and sent home with the child. Towels, used to clean up blood, should be disposed of or bagged after rinsing with water. All blood-soaked items, to the extent that is reasonable and possible, should be handled with gloves.
7. If absorbing agents are used for cleaning bodily fluid (e.g. vomit), the vacuum bag contents should be handled with care. Brooms and dust pans should be treated with disinfectant.
8. Hard surface areas where body fluids may be present (e.g. gym mats) should be wiped with disinfectant at the conclusion of each day. Any surface soiled with a body fluid should be disinfected prior to any further use (e.g. nose bleed, at a lunch table or scalpel cut at a lab table). A bleach solution is appropriate.
9. Children are not allowed to participate in any school activity if an open, oozing, or bleeding lesion not covered or protected and any blood soaked item (e.g. clothing, uniform) is changed. It is the responsibility of the teacher/coach/supervisor to see that this is followed. If an injury occurs and the surface of equipment is contaminated, the teacher is to see that the areas are secured until the surface is disinfected noted above.

MEDICATION

Medication may be given to a child by a staff member or volunteer with a doctor's prescription. The medication must be in the original packaging, including over the counter medication. The only exceptions to this policy are diaper ointment/medication and insect bite cream, after a parent information sheet is signed by a parent or guardian.

NUDITY

Staff members and volunteers in First Baptist Church's Early Education and Children's Ministries should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan to the Early Education Director or Student Ministry Pastor concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in First Baptist Church Early Education or Children's Ministry program. Another adult who has completed the First Baptist Church application and screening process should always be present.

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

1. Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
2. Staff members and volunteers should avoid physical contact with children while in vehicles.
3. No cell phones may be utilized by the **driver while driving** First Baptist Church vans, or vehicles owned or rented by First Baptist Church, unless in an emergency.
4. No drivers under age 25(except paid staff) may drive First Baptist Church owned or rented vehicles. All drivers must complete and pass the Guideone Passenger Van Training.
5. When transporting children between campuses children are assigned by parents/guardians to ride in a First Baptist Church vehicle. Children may not change to a non First Baptist Church vehicle without written or verbal permission from the parents/guardian given directly to the staff member or volunteer in charge.
6. When attending a First Baptist Church sponsored event, children will be transported in a First Baptist Church approved vehicle, with an approved driver.

PARENTAL CONTACT

Parents, who leave a child in the care of First Baptist Church staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured or has a severe disciplinary problem while participating in an Early Education or Children's Ministries programs.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at First Baptist Church will be required to complete the First Baptist Church volunteer application and screening process.

PHYSICAL CONTACT

First Baptist Church is committed to protecting all children in its care. To this end, First Baptist Church has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Early Education and Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Early Education and Children's Ministries programs:

1. Hugging(shoulder to shoulder and "A Frame" hugs), pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Early Education Director or Lead Pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or children's staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Early Education and Children's Ministries must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Early Education and Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, the Early Education Director or Lead Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers in Early Education and Children's Ministries at First Baptist Church are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

TOBACCO USE

First Baptist Church requires staff members and volunteers to abstain from the use or possession of tobacco products on church property, while in the presence of children or their parents, or during First Baptist Church activities or programs. First Baptist Church is a tobacco-free facility.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children should be positive and uplifting. First Baptist Church staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

RELEASE OF CHILDREN

At any time that a child has been entrusted to First Baptist Church staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Early Education and Children's Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child or student has authority to pick up the child.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the Early Education Director before releasing the child.

SECURITY SYSTEM

Parents/ Guardians will check-in and check-out preschoolers for Early Education programs. The "Parent Pager" system or clipboard system will be followed for all programs.

Fire Drills and Severe Weather drills will be conducted. During both drills, teachers will properly lead their children to a safe location. Close the classroom door. They will bring the class clipboard. Classes will remain in the safe location until the director gives an ALL CLEAR.

In the event of a LOCK DOWN a staff member should notify teachers of “LOCK DOWN”. Teachers are then to close their doors and move away from sight (i.e. under tables, in corner). If not in your classroom you should move to the nearest classroom. Stay with the children at all times Do you best to keep children calm and quiet.

SUPERVISION

Staff members and volunteers in Early Education and Children’s Ministries are expected to provide adequate supervision for children in their care while working in church programs.

SNACKS

Due to the individual nutrition and allergy needs of children, First Baptist Church will provide water and snacks during Sunday School and Sunday Evening and Mid Week services.

Snacks will be available for teachers to pick-up in the Resource Room each Sunday.

All other organizations using the First Baptist Facilities will need to provide their own snacks for children. All snacks must come from the approved snack list.

For special Occasions, snacks must be pre-approved by the Early Education Director. In such an event, a “Snack Permission” form will need to be sign by parents before children may eat the special snack.

All snacks are to be eaten at the table. Children are not to walk around the room while eating.

Approved Early Education Snacks: Graham Crackers, Saltine Crackers, Cheerios, Pretzels, and Ritz Crackers. **Products containing PEANUTS are prohibited, NO EXCEPTION.**

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Policies and Procedures
Statement of Acknowledgement and Agreement

I have received and read a copy of First Baptist Church's Early Education and Children's Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at First Baptist Church.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by First Baptist Church.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at First Baptist Church at any time (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and First Baptist Church. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of First Baptist Church policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____